

**CEIU POLICY 4
FAMILY CARE POLICY**

*October 1985
As amended November 1988
As amended February 1996
As amended March 1999
As amended October 2000
As amended March 2003
As amended March 2004
As amended May 2007
As amended September 2007
As amended February 2017
As amended April 2021
As amended September 2022
As amended March 2023*

**(FOR SPECIAL NEEDS CARE FOR MEMBERS WITH A DISABILITY
REFER TO POLICY 10)**

OBJECTIVE

The Canada Employment and Immigration Union (CEIU) fully recognizes that family is not solely defined as consisting of “mother and father with children” and may take several forms including, but not limited to single parents, same-sex parents, dependent relatives residing in the household.

The objective of this policy is to remove one of the barriers which prevent members from participating in CEIU national union activities.

The Family Care Policy is intended to assist the member in covering additional fees incurred as a direct result of attending an authorized CEIU national union activity.

To achieve a maximum amount of flexibility, every effort will be made to provide on-site childcare where Early Childhood Educated (ECE) or certified caregivers are available for hire. When on-site childcare is provided, caregivers will be made available for evening sessions that form part of the schedule of events.

ELIGIBILITY

Where the member is the sole caregiver at the time of the authorized CEIU national union activity, the Family Care Policy will cover costs for care during the day **outside** normal work/school/daycare hours. Family care costs that **would have ordinarily been incurred during work hours** had the member been at his/her place of work **are not covered**.

The Family Care Policy shall not cover cost for care provided by a spouse/partner, former spouse/partner with custody rights or a relative residing in the household.

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Members are entitled to claim fees related to the care of the following family members who reside on a full or part-time basis with the member:

1. a child under 18 years of age.
2. a person with a disability.
3. an adult, who is a dependent*, requiring care.

* For dependent care, in order to qualify for reimbursement, a doctor's certificate (which will be required only once and reimbursed by CEIU if there were any costs) will have to be provided by the member indicating the normal residence of the dependent, the level of care required, the number of hours of care required, etc.

HOW TO CLAIM

A *completed* Family Care Expense Claim form must be submitted, **accompanied by a receipt***, which must include the following information:

- Caregiver's full name
- Caregiver's full address
- Caregiver's telephone number
- Caregiver's license number (if applicable)
- Detailed dates and hours when the care was provided for each individual family member
- Amount charged
- Caregiver's signature

REIMBURSEMENT OF FEES

- 1) Where the care is provided by someone other than a licensed agency/caregiver or the spouse/partner, former spouse/partner with custody rights.
 - a) The **actual amount**, up to a maximum of \$25 per hour, with a daily cap of \$250 for each 24-hour period for the first family member.
 - b) **A daily cap of \$500** for each 24-hour period for all additional family member. (*Example: 2 kids in total = \$500 per day, 3 kids in total = \$500 per day*)

A "24-hour period" is defined as care provided between the hours of 7:30 a.m. to 7:29 a.m. the following day.

- 2) If care is provided by a licensed agency/attendant, the **actual fees** will be reimbursed.

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- 3) Where an on-site childcare program is provided at a CEIU national union activity
 - a) increased shared accommodation costs will be covered; and
 - b) where a dinner does not form part of the program, an allowance of \$25 per child, per day may be reimbursed
- 4) If **onsite childcare is not required** but the child accompanies the parent, the following will be paid for meals: \$40.00 per day per child, without receipts, or to a maximum of \$60.00 per day per child, with receipts.
- 5) The member shall be reimbursed travel costs to bring their child/children to the maximum allowable to what it would have cost to have left the child at home. Reimbursement of flight costs will be covered by National for regional and national events.

PRE-APPROVED EXCEPTIONS

Upon request, consideration will be given to special needs or unusual circumstances resulting in costs which exceed the above rates and expenses allowable. **Detailed information must be provided in advance for pre-approval.**

CANADA EMPLOYMENT AND IMMIGRATION UNION FAMILY CARE EXPENSE CLAIM FORM

Member information				
Last name	First name	PSAC Membership #		
Mailing address				
City	Province	Postal code		
Activity information				
CEIU activity (title of conference, course, meeting, etc. – please specify)				
Activity date:	From:	To:		
	Time:	Time:		
Caregiver information				
Care provided by: Unlicensed agency/caregiver	Care provided by: Licensed Agency/Caregiver	License number		
Caregiver/Agency Name				
Mailing address				
City	Province	Postal code		
Telephone numbers:	(home):	(cell):		
Section A – Fees incurred				
(See Reimbursement of fees – Section 1 & 2 for applicable rates)				
Family Member & Relation	Age	Date(s)	Hours of Care	Fees paid
1.				
2.				
3.				
				Total cost (Section A):
<i>If additional space is required, please use separate sheet, and attach it to this claim.</i>				
Section B – Meals				
(See Reimbursement of Fees – Section 3 & 4 for applicable rates)				
Family Member	Number of meals	Fees to reimburse		
1.				
2.				
3.				
				Total cost (Section B):
Section C – Pre-Approved Exceptions				
Please specify: <i>(Attach all supporting documents and receipts)</i>				
				Total cost (Section C):
Total claim (Section A, B, C):				
I certify that the above claimed expenses were incurred as a direct result of attending an authorized CEIU union activity:				
<div style="display: flex; justify-content: space-between;"> X _____ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <i>Member signature</i> <i>Date</i> </div>				